# Harby Parish Council Minutes <br> Extra-Ordinary Meeting 

Wednesday $3^{\text {rd }}$ August 2016 at Harby Village Hall
Start: 19:30
Finish: 19:45
Reference: 111/16
Councillors Present: Stuart Parkin (SP), Jayne Rose (JR) and Diane Quibell (DQ).
Clerk: Lydia Smithson.
Members of the public: 0 members of the public were present

| Item | Title and Decision | Action Required |
| :---: | :---: | :---: |
| 111/16/1 | It was resolved that Cllr Parkin would chair the meeting. | - |
| 111/16/2 | Apologies for absence. Cllrs Howard, Medley, Nolan and Thursby. |  |
| 111/16/3 | Declarations of Interest (in accordance with Localism Act 2011) |  |
| 111/16/4 | 10 Minute Public Time <br> Concern was raised about ragwort in a field on Station Road (opposite side to the school) and in the field behind The Sycamores. | LS investigate what action can be taken and add to the next agenda. |
| 111/16/5 | Annual review and approval of the following policies and procedures: <br> 1. It was resolved to approve the following documents: <br> a. Asset Register including inventory of land (including disposal register) <br> b. Complaints Procedure <br> c. Freedom of Information Publication Scheme <br> d. Risk Management Policy <br> e. Village Welcome Pack <br> The following procedure was deferred, to further tailor the contents to a small parish council: <br> f. Disciplinary and Grievance Procedure | LS add updated versions online and make suggested updates to Welcome Pack. <br> LS add to agenda. |
| 111/16/6 | Consider and respond to a letter from a parishioner regarding access to the Bottle and Glass pub <br> The matter is Highways related therefore the Council agreed the matter should be forwarded to Highways. | LS. |
| 111/16/7 | Financial <br> Approve invoice for payment. <br> It was resolved to approve the following invoice for payment: <br> Society of Local Council Clerks, CILCA Training Course $£ 250 \text { + vat (£300) }$ | LS. |

